

**SECRET**

*SDP 3295*

*Follow-up 2/7/62*

*Follow-up 3/1/62*

Approved For Release 2005/11/21 : CIA-RDP70-00211R000800300041-4

*File*

*Discussed with*

25 January 1962

*of DDP/RMO office. He attended meeting with representatives of SSA/DDS recently on this subject & they concluded that they would contact us later*

MEMORANDUM FOR THE RECORD

Subject: CS Records Management Report, 2 October 1961

1. On 18 January 1962, I discussed with [ ] Recommendation 8 of the above mentioned report as follows:

"Recommendation #8. Require SSA/DDS, with the assistance of the Agency Records Management Staff, to develop a program for installation of a uniform subject file system throughout the CS Support Staffs and to develop and administer an administrative records control schedule for all CS administrative paper."

2. I informed [ ] that in 1959 [ ] made a survey of CS Support Staffs for the Wattle Committee. He proposed a plan for filing administrative records and a proposed Records Control Schedule for all CS Administrative papers. A copy of this report went to [ ] who was then the DDP/RMO. The SSA/DDS was knowledgeable at that time of the proposals in [ ] survey report.

3. Some months ago, [ ] said that a copy of his report was made available to the present DDP/RMO, [ ]

4. Mr. Beers agreed that the proposals contained in [ ] survey report should be adopted by the CS Support Staffs. He requested that I contact [ ] of the SSA/DDS and request that he proceed to bring this to the attention of the Support Chiefs. While [ ] feels that the SSA/DDS should take responsibility for implementing our problems in the 1959 survey report, he realized that they would not have the staff to do this and we should help them. Accordingly, on 19 January, I called [ ] and advised him of [ ] wishes. I also advised [ ] and asked him to send a copy of [ ] 1959 survey report to [ ] is to notify me when he wants us to help out.

[ ]

*Discussed with*

[ ]

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*He said he would let us know*